

The following is a syllabus for the Everything DiSC Workplace Certification course. It's broken down to show you the activities included for each week of the course, along with a description of the activity.

REMINDER: You need to complete ALL activities (self-directed and live collaborative) in order to qualify to sit for the certification exam.

WEEK 1 The following activities are included in the Welcome section and Module 1:

| ACTIVITY TITLE | ACTIVITY DESCRIPTION |
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| WELCOME SECTION | |
| Welcome video—Everything DiSC Workplace introduction <i>(self-directed)</i> | <ul style="list-style-type: none"> Watch a video providing an overview of the Workplace program. |
| Orientation for Everything DiSC Certification <i>(self-directed)</i> | <ul style="list-style-type: none"> Review the course requirements and information about the technology and platform navigation. |
| Introductions <i>(self-directed)</i> | <ul style="list-style-type: none"> Participate in an online forum activity. Introduce yourself, and meet your classmates. |
| MODULE 1: DISCOVER DiSC | |
| “The Everything DiSC Workplace Assessment <i>(self-directed)</i> | <ul style="list-style-type: none"> Review instructions for taking the assessment. |
| Take the Workplace Assessment <i>(self-directed)</i> | <ul style="list-style-type: none"> Complete the Workplace assessment, and receive your personalized Workplace profile with your DiSC style. |
| Everything DiSC Model: Basic Characteristics <i>(self-directed)</i> | <ul style="list-style-type: none"> Learn about the basic DiSC characteristics through an interactive activity. |
| Cornerstone Principles of Everything DiSC Workplace <i>(self-directed)</i> | <ul style="list-style-type: none"> Discover the Workplace cornerstone principles. |
| Understanding Your DiSC Style <i>(self-directed)</i> | <ul style="list-style-type: none"> Learn about the DiSC map and dot placement through an interactive activity. |
| Where Is Your Dot? <i>(self-directed)</i> | <ul style="list-style-type: none"> Complete an interactive activity about your dot's placement on the map. |
| “Your Dot Tells a Story <i>(self-directed)</i> | <ul style="list-style-type: none"> Explore your personal DiSC narrative in your Workplace profile. |

WEEK 1

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 1: DISCOVER DiSC (continued)

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|---|--|
| Your DiSC® Priorities and Shading <i>(self-directed)</i> | <ul style="list-style-type: none"> Learn about the DiSC priorities and shading through an interactive activity. |
| Your Shading Expands the Story <i>(self-directed)</i> | <ul style="list-style-type: none"> Explore your personal shading in your Workplace profile. |
| A-Ha! Moments Discussion <i>(self-directed)</i> | <ul style="list-style-type: none"> Participate in a small group forum activity to share your experiences. Provide feedback to your classmates about their experiences. |
| What Motivates You? What Do You Find Stressful? <i>(self-directed)</i> | <ul style="list-style-type: none"> Complete two interactive activities to understand your own motivators and stressors. |
| What Motivates Others? What Do Others Find Stressful? <i>(self-directed)</i> | <ul style="list-style-type: none"> Complete two interactive activities to explore others' motivators and stressors. |
| Live Collaborative Activity <i>(instructor-led)</i> | <ul style="list-style-type: none"> Learn to use the tools in the live classroom environment, and complete a "Day in the Life" of DiSC styles activity. |
| Summary of DiSC Styles <i>(self-directed)</i> | <ul style="list-style-type: none"> Review a poster providing an overview of the styles. |
| Best Practices Discussion <i>(self-directed)</i> | <ul style="list-style-type: none"> Participate in a large-group forum to share facilitation or coaching best practices. |
| Personal Reflective Journal <i>(self-directed)</i> | <ul style="list-style-type: none"> Capture your personal take-aways from this module. |

WEEK 2

The following activities are included in Module 2.

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 2: THE FOUNDATION OF EVERYTHING DiSC®

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| Why Do I Need to Know the Research? <i>(self-directed)</i> | <ul style="list-style-type: none"> Learn about the significance of the research behind Everything DiSC. Download a Research Report and Frequently Asked Questions document for use in the next activity. |
| Research Scavenger Hunt <i>(self-directed)</i> | <ul style="list-style-type: none"> Navigate through the research report to be comfortable using it as a resource in your future sessions. Receive common language explanations of the research behind DiSC through an interactive activity. |
| Common Misuses of DiSC Language <i>(self-directed)</i> | <ul style="list-style-type: none"> Discover the most common misuses of DiSC through an interactive activity, and learn how to address them in your sessions. |
| The Value of DiSC Card Sort <i>(self-directed)</i> | <ul style="list-style-type: none"> Complete an interactive knowledge check activity about common misuses and appropriate uses of DiSC. |
| The Everything DiSC People-Reading Technique <i>(self-directed)</i> | <ul style="list-style-type: none"> Learn a simple people-reading technique to assess others' DiSC styles. |
| People Reading: Practice Session <i>(self-directed)</i> | <ul style="list-style-type: none"> Practice the Everything DiSC people-reading technique through an interactive activity. |
| A-ha! Moments—Using DiSC Language <i>(self-directed)</i> | <ul style="list-style-type: none"> Participate in a forum activity to share your experiences. Provide feedback to your classmates on their experiences. |
| Applying DiSC Principles: Case Studies <i>(self-directed)</i> | <ul style="list-style-type: none"> Review a series of case studies and prepare your responses to one of them to present in the live collaborative session. |
| Live Collaborative Activity <i>(instructor-led)</i> | <ul style="list-style-type: none"> Present your approach to the assigned case study in small- and large-group discussions. |
| Best Practices <i>(self-directed)</i> | <ul style="list-style-type: none"> Participate in a large-group forum to share facilitation or coaching best practices. |
| Personal Reflective Journal <i>(self-directed)</i> | <ul style="list-style-type: none"> Capture your personal take-aways from this module. |

WEEK 3

The following activities are included in Module 3.

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 3: FACILITATING THE WORKPLACE PROGRAM

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|--|---|
| The Structure of the Workplace Profile <i>(self-directed)</i> | <ul style="list-style-type: none"> Learn about the flow and structure of the Workplace profile through an interactive activity. |
| Apply Your Profile to Improve Your Workplace Relationships <i>(self-directed)</i> | <ul style="list-style-type: none"> Use your Workplace Profile to develop possible strategies for improving a real workplace relationship. Participate in a small-group forum activity to share ideas with others. Provide feedback to your classmates about their ideas. |
| Create Your Personal Action Plan <i>(self-directed)</i> | <ul style="list-style-type: none"> Apply what you learned in the previous activity to create a personal action plan to improve your challenging workplace relationship. |
| What's in Your Kit? <i>(self-directed)</i> | <ul style="list-style-type: none"> Learn about the resources in your Workplace facilitation kit and how to navigate through the different folders. |
| Customize the Facilitation: Case Studies <i>(self-directed)</i> | <ul style="list-style-type: none"> Familiarize yourself with the facilitation materials, integrating several pieces of the kit in a review activity. Customize a lesson plan to address a particular case study. You will then present the lesson plan in the live collaborative session. |
| Live Collaborative Activity <i>(instructor-led)</i> | <ul style="list-style-type: none"> Present your custom lesson plan for your assigned case study to a small group, followed by large-group discussions. |
| Best Practices: Working with the DiSC® Styles <i>(self-directed)</i> | <ul style="list-style-type: none"> Watch videos and participate in large-group forums to share ideas about working with people who have different DiSC styles. |
| Personal Reflective Journal <i>(self-directed)</i> | <ul style="list-style-type: none"> Capture your personal take-aways from this module. |

WEEK 4

The following activities are included in Module 4 and in the final certification exam.

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 4: SUPPORT / SUPPLEMENTAL REPORTS

Supplement for Facilitators Report *(self-directed)*

- Explore the Everything DiSC Supplement for Facilitators Report through an interactive activity.
- Receive your personalized Supplement for Facilitators Report.

Everything DiSC Support Reports *(self-directed)*

- Learn about support reports that can be used with the Workplace program.
- Download samples of each support report to have available for the live collaborative session.

Knowledge Check: Support Reports *(self-directed)*

- Based on the information in the previous activity, complete a knowledge check about the Everything DiSC support reports.

OPTIONAL ACTIVITY:

Everything DiSC Family of Profiles *(self-directed)*

- Understand the broader Everything DiSC family and how the different programs compare to each other.
- Explore introductory videos, sample profiles, and support reports for other programs within the Everything DiSC family.

OPTIONAL ACTIVITY:

Knowledge Check: The Everything DiSC Family *(self-directed)*

- Based on the information in the previous activity, complete a knowledge check about the Everything DiSC family of programs.

Live Collaborative Activity *(instructor-led)*

- Explore how to use the support reports and other resources through small-group and large-group discussions.

Best Practices *(self-directed)*

- Participate in a large-group forum to share facilitation or coaching best practices.

Personal Reflective Journal *(self-directed)*

- Capture your personal take-aways from this module.

FINAL EXAM

Certification Exam *(self-directed)*

- Take the final certification exam (graded activity – open for 48 hours).